



**UNITED STATES DISTRICT COURT  
DISTRICT OF MARYLAND**

**More than one vacancy may be filled under this announcement**

**POSITION:** Courtroom Deputy Clerk  
**DUTY STATION:** Greenbelt, Maryland  
(with travel to divisional offices as needed)

**OPENING DATE:** August 12, 2016  
**CLOSING DATE:** Open Until Filled with first preference given to those that apply by August 26, 2016\*

**SALARY:** CL 25 entry level: \$42,743 - \$53,435 Two years of general experience\*\* or a college degree plus two years of specialized experience\*\* required  
CL 26 entry level: \$47,075 - \$58,844 CL 25 qualification plus two additional years of specialized experience in a similar position

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the position of Courtroom Deputy Clerk. The incumbent acts as courtroom deputy and provides courtroom and other assistance to District and Magistrate Judges. Additionally, the incumbent is responsible for recording court proceedings and making entries in the electronic docketing system. This position calls for diplomacy and sensitivity in dealing with judges, attorneys, other government agencies, and the general public.

**Duties include, but are not limited to, the following:**

- Review information relating to pending cases to ensure that all materials are available for use by the court and counsel.
- Attend court proceedings and assist with the orderly flow of same by setting up the courtroom, assuring presence of necessary participants, making a verbatim record on recording equipment, maintaining a detailed log of recorded proceedings, swearing in witnesses, managing exhibits, taking notes of proceedings and rulings, and preparing minute entries.
- Responds to a high volume and a variety of inquiries; furnishes information with regards to petty offense and misdemeanor matters, either in person or by telephone.
- Act as liaison among the clerk's office, the bar, jurors, and the bench to ensure that cases proceed smoothly and efficiently.
- Makes summary entries of document and proceedings in the electronic docketing system; prepare and transmit notices, judgments and orders; open and close cases.
- Open cases, assigns cases, and prepares case files. Receives routes and files documents; makes summary docket entries of traffic citations and related documents in multiple databases.
- Prepare, complete, and transmit dockets related to traffic and petty offense cases.
- Prepare judgments for the judicial officer's approval.
- Furnish general information to the general public and members of the bar.

**Qualifications and Requirements:**

- Ability to work independently with minimal supervision and to function effectively as part of a team.
- Excellent computer, communication, interpersonal, and organizational skills; excellent customer service skills.
- Ability to manage multiple tasks and priorities and adhere to strict deadlines; accuracy and attention to detail required.
- High school graduate or equivalent required; legal and/or court experience and college education, preferred.
- Requires two years general and a minimum of two years specialized experience, i.e. progressively responsible experience requiring regular and recurring application of clerical procedures, use of specialized terminology, and demonstrated ability to apply a body of rules and regulations.

**Benefits:**

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

**How to Apply:**

Submit resume and a cover letter stating the reason for your interest in the position as a single PDF document to: [jobs@mdd.uscourts.gov](mailto:jobs@mdd.uscourts.gov)

\*To ensure first consideration, submissions should be received no later than 5:00 p.m. on August 26, 2016.

\*\* General experience is progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above high school may be substituted for general experience.

\*\* Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

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- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- An FBI background check is required for all individuals appointed to positions in the Clerk's Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- If selected for a first-time appointment to a position in the District of Maryland, you will be required to complete a one-year probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.